

# COMMUNITY COLLEGE OF VERMONT

## EMERGENCY NOTIFICATION PROCEDURES

September 5, 2019

Revised: February 17, 2022

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### PROCEDURE

This procedure provides general guidelines regarding the use of RAVE, CCV's emergency notification system. The function of RAVE is to alert students, faculty and staff of emergencies at or near an academic center or college wide. RAVE use is limited to situations that require the closure of or limit access to buildings.

Please also refer to the Academic Center Closure and Inclement Weather Policy and/or the Credit Hour Policy.

- A. Timely Warnings and all other emergencies:
  - 1. The decision to issue a timely warning will be made on a case-by-case basis through consultation with local law enforcement, CCV's President, CCV's Dean of Administration, CCV's Dean of Academic Centers, CCV Regional Directors, or other appropriate College personnel. In most instances, the Dean of Administration, the Director of Operations, or the Assistant Director of Operations will order the alert warning to be sent.
  - 2. The safety committee will continue to be trained on the RAVE system.
- B. Individual Class Cancellations Due to Inclement Weather ONLY:
  - 1. In general, before communicating any class cancellation, faculty must consult with their assigned Coordinator of Teaching and Learning (CTL) about their plans to address the missed class. If the CTL agrees cancellation is appropriate, the faculty member may move to step 2.
  - 2. If the class is an on-ground class, faculty calls the front desk and gives the class name, faculty name and time of class to be cancelled.
  - 3. Front desk administrative staff will send an email to [Marketing@ccv.edu](mailto:Marketing@ccv.edu) with information provided, and Marketing will post on the main website listed alphabetically by center.
  - 4. In all cases, faculty should report a cancellation to the College no less than 2 hours in advance of the class.
- C. Individual Class Cancellations For All Other Emergencies:
  - 1. In general, before communicating any class cancellation, faculty must consult with their assigned Coordinator of Teaching and Learning (CTL) about their plans to address the missed class. If the CTL agrees cancellation is appropriate, the faculty member may move to step 2.

2. If the class is an on-ground class, faculty calls the front desk and gives the class name, faculty name and time of class.
3. Faculty posts a notice in Canvas with information about the class and any assignments.
4. Front desk administrative staff will call or text all students in the class letting them know class is cancelled and direct them to their Canvas course.
5. For in-person classes, front desk administrative staff will create and put a note on the classroom door announcing the class cancellation. The notice will include the course name, class time, and faculty name as well as direct students to the Canvas course for more information.
6. In all cases, faculty should report a cancellation to the College no less than 2 hours in advance of the class.